

**KENTUCKY EARLY READING INCENTIVE GRANT
STEERING COMMITTEE
April 3 – 4, 2003
MINUTES**

Early Reading Steering Committee Members Present:

Michael Miller, KDE
Margaret Davis, EKU
Dreama Price, MoSU

Jean Ann Clyde, UL
Diane Mastin, teacher
Shani Yero, NCFL

Beverly Boulware, WKU
Marilyn Hughes, teacher

Robert Stafford, public
Robert Gaskins, UK

Absent:

Others: Nawanna Previtt, Collaborative Center for Literacy Development (CCLD)

KDE Staff: Jennifer Baker Annette Bridges Felicia Cumings-Smith Diana Dattilo

TOPIC	DISCUSSION	DECISIONS	FOLLOW-UP
Welcome and Introductions	Welcome was extended to all by Michael Miller on behalf of the Kentucky Department of Education. Steering Committee members were updated on the recent change in staff. Jennifer Baker and Diana Dattilo were introduced and recognized as the lead KDE staff for organizing ERIG activities.		
Minutes of Previous Committee Meeting (October 25, 2002)	<p>Marilyn Hughes questioned if the committee had made a decision on the use of the words “reading strategies” versus “models or programs” for eligible applicants to consider.</p> <p>A motion was made by Marilyn Hughes to adopt the minutes as written; seconded by Beverly Boulware.</p>	<p>The request for proposal and any accompanying resources should reflect the language in the regulation to remain consistent.</p> <p>Minutes of the October 25, 2002 committee meeting were adopted. (Vote: unanimous)</p>	KDE will post the minutes on the Steering Committee website.
Review of Technical Assistance for FY04	<p>Jennifer Baker provided an overview of the technical assistance sessions. KTLN technical assistance sessions were conducted on March 4th and 10th. Jennifer explained the sites were chosen to invite eligible schools from underrepresented areas across the state. Sessions were well attended.</p> <p>An additional technical assistance session was conducted at the Kentucky Teaching and Learning Conference (KTLC) in Louisville on March 8th, 2003. The majority of the audience</p>		KDE will provide an evaluation component/form, for participating school representatives to complete, to gain critical feedback on the technical assistance sessions for next year.

	<p>represented individuals interested in New ERIG funding.</p> <p>Jennifer provided a few suggestions for next year's technical assistance sessions which included:</p> <ul style="list-style-type: none"> • Continuing to use the Kentucky Teaching and Learning Network (KTLN) • Further consideration needed to be given to the time span between sessions • Encourage or recommend that ERIG leadership sites assist New ERIG applicants in a more constructive way. <p>The Steering Committee questioned if KDE received feedback about the effectiveness of providing technical assistance in this manner.</p> <p>Possible suggestions for next year included setting up an ERIG hotline for questions and concerns flowing through to the department during this application period.</p>		<p>KDE staff revisits the technical assistance options to reflect on effectiveness and use some sort of evaluation form or tool to gain feedback.</p> <p>KDE will consider establishing an ERIG Hotline during application period to provide technical assistance or answer quick questions from school representatives. This will depend upon staff capacity.</p>
Reading First Update	<p>Michael announced that Kentucky was still waiting a response from their expert review panel on decisions about funding.</p>		
Discussions: Budget Updates	<p>Annette announced that the currently funded ERIG sites' budgets would be affected by a two percent (2%) cut, due to agency cutbacks. The Steering Committee questioned what would happen if a school has already spent their awarded amount.</p> <p>Michael told the Committee that this year's total funding available is \$4,116,000.00 for new and leadership sites. Committee members were reminded that they had decided that \$1 million be set aside for leadership sites. Michael stated that over \$4,024,971 had been requested Leadership funds and \$5,963,107 was requested for New ERIG sites, for a total of \$10 million.</p> <p>Steering Committee members questioned the marketing strategies used for ERIG Leadership sites and suggested further consideration be given to a more aggressive approach to supporting and highlighting the work of the leadership sites (KY Teacher articles, KDE Literacy web page, etc.)</p> <p>The Steering Committee suggested that the Collaborative Center for Literacy Development (CCLD) research ERIG funded and</p>		<p>KDE Division of Budgets will respond to questions from ERIG districts.</p> <p>KDE staff will revisit the approaches used thus far for marketing the successful stories of ERIG Leadership sites.</p>

	non funded schools (establishing a study of control groups) to gain information on the various ERIG sites progress. Jean Anne Clyde and the CCLD responded that the University of Louisville is conducting a long-term study of students who have participated in previously funded ERIG sites.		
Priorities for Grants	Steering Committee members, used the ERIG funded map, to identify the various areas where little ERIG funding has been awarded and reviewed the list of ERIG multiple attempts sites.	Make an intentional effort to consider these groups as a part of funding decisions for this year's (2003-2005) ERIG recipients.	KDE will discuss with the CCLD the possibility of such a study as a part of the ERIG program evaluation.
Discussion and Decisions on Leadership Site(s) Funding	<p>Selection criteria: Leadership sites would have a qualifying score be 85 and above and that the school must have shown gains in their KCCT reading index and they must demonstrate a capacity to provide leadership.</p> <p>Leadership grant funding would go to the following grants: 5, 10, 6, 12, and 38 for a total of \$447,825.00.</p>	Dreama Price made the first motion. Seconded by Diane Mastin. (motion carried) Funding approved.	The KDE will send award and rejection notification to participating schools.
Evening Break			
Leadership Site discussion	<p>The Committee stated that it would not be appropriate to select a leadership site if the school is in level 3 assistance.</p> <p>The Steering Committee suggested an amendment be made to the Request for Proposal for next year stating that any school in assistance level three is not eligible to apply for leadership site funding.</p>	Dreama Price made the first motion. Dr. Jean Anne Clyde seconded. (motion carried)	The KDE staff will make revisions to the RFP for next year to include this information.
Discussion and Decisions for New ERIG sites	<p>After reviewing the list, the committee made a motion to fund all New ERIG grants rounded up to 75 and above and multiple attempts with a score of 65 and above with consideration to geographical distribution.</p> <p>The Steering Committee determined that the KDE staff review all budgets for possible amendments, reserving the right to make budget adjustments as necessary.</p> <p>An amendment was made to the motion to state that after KDE's review process of the budgets, if additional funding became</p>	<p>Diane Mastin made the motion. Beverly Boulware seconded the motion. (motion carried)</p> <p>Funding approved</p>	<p>The KDE will send award and rejection notification to participating schools.</p> <p>The KDE staff will review and revise the ERIG budgets.</p>

	available that the Steering Committee would recommend that grant number 1 be funded for the purpose of geographical distribution.		
Further discussions	<p>The Steering Committee recommended further clarifications be made to the RFP around the issue of allowing schools to apply for new ERIG funding if the school had previously applied and received ERIG funding.</p> <p>A motion was made that the RFP read that if a school has had previous ERIG funding they are eligible to apply as a leadership site, but those schools that have had ERIG funding cannot apply for new site funding.</p> <p>Diane Mastin requested that the Steering Committee revisit this issue at a later time.</p>	Marilyn Hughes made the first motion. Margaret Davis seconded. (One opposed, but the motion carried)	<p>KDE staff will make suggested revisions to next year's RFP.</p> <p>This request will be included on the agenda for the October meeting.</p>
Announcement	<p>Dr. Dreama Price will be retiring from her position and will not be returning to the Steering Committee.</p> <p>Third annual Governor's Literacy Summit will be held on June 17, 2003 in Shepherdsville, KY. The primary audience for this year will be representation the P-16 Councils statewide.</p>		
Future Meeting Agenda and Meeting Adjourned	<p>Other issues to discuss at the October meeting:</p> <ul style="list-style-type: none"> • Funding amounts for leadership sites • If the Steering Committee will provide guidance or recommendations for schools that use multiple programs that may be incompatible or conflicting as related through reading research • Clarification on the role of the Steering Committee when Reading First funding is awarded from the USDOE • New considerations for the Project Directors meeting, usually held in the Summer <p>Michael moved to adjourn the meeting in honor of Chris Luvisi's untimely death.</p>		
Next meeting	The next Steering Committee meeting is scheduled for October 24, 2003 in Frankfort, KY at 9:00 a.m. in the Auditorium in the Capital Plaza Tower.		